

Glenn County Community Service Plan Addendum.

- h. *Briefly describe the county's plan for providing community service activities. This should include a description of the process the county will follow to determine where community services assignments will be located, and the agencies/entities that will be responsible for project development, fiscal administration, and case management services. If it is not known at this time, the county may provide the specific details of the Community Service Plan as an addendum.*

The Glenn County Community Service portion of the CalWORKs Program has been named the Glenn County Work Development Program in order to portray a positive, participatory spirit and to avoid the negative stigma that is often attached to the term "Community Service." Work development activities will be made available to CalWORKs participants who have reached their 18/24-month time limits without sustaining unsubsidized employment or if community service is part of their welfare-to-work plan.

In response to Welfare Reform, the Glenn County Welfare Reform Planning Council was established to determine how best to implement Welfare Reform in Glenn County and develop the CalWORKs Plan. This council consists of members from Private Industry Council; Colusa-Glenn-Trinity Community Action Agency; Employment Development Department; County Office of Education; county Economic Development Services; County Health Services Agency; Butte-Glenn Community College; Probation Department; District Attorney Family Support; Legal Services of Northern California; Human Resource Agency; and Glenn County Board of Supervisors. Meetings are open to the public with agendas and summaries provided to the media. In addition, the following community based groups were specifically invited to provide input into the plan: Community Service Clubs; Hispanic Resource Council; Southeast Asian Refugee Taskforce; Labor Management Council; Chamber of Commerce; Ministerial Association; Management Council; Southeast Asian Focus Group; RAP (Network of Education and Human Service Professionals); Family and Children's Network; Mental Health Advisory Board; and County Transportation Commission.

The Glenn County Human Resource Agency Community Action Division (CAD) through a Memorandum of Understanding with the Glenn County Human Resource Agency Social Services Division (SSD) is responsible for the project development and fiscal administration of the Work Development Program. Project development is coordinated with various public and private non-profit agencies throughout the county. The CalWORKs case management remains with the SSD. The purpose of our program is to assist participants in the development of appropriate work habits and attitudes as well as to upgrade existing skills and/or develop new skills. The CAD Work Coach works closely with the SSD Case Manager to assign participants to local governmental agencies and nonprofit organizations. Participants are required to work the minimum number of hours per week as specified in Federal and State law. Participation in such work projects will not result in the displacement of a regular employee.

The CalWORKs Case Manager is responsible for those duties typically associated with case management to include:

- Providing an overview of the Work Development Program
- Describing the participant's role, responsibilities, and requirements in the Work Development Program
- Information on types of work projects available
- Signing work plans

The CalWORKs Work Coach is responsible for:

- Assisting the work site in orientating the participant
- Mentoring the participant in good work habits
- Mediating problems between the participant and the work site
- Gathering evaluations and time sheets on participants and reporting problems to the case manager

The CAD has been developing group community projects for those participants who are not placed in individual placement sites in order for them to meet the minimum number of required hours per week. The CAD will manage the group community projects. These projects include a community garden that will provide fresh produce for the food banks; community beautification through painting over graffiti; and a contract with CalTrans to maintain highway landscaping. Placements in individual and group sites are normally for 6-month periods. At the end of the

6-month placement, a review is completed to determine if the placement should be extended for further experience, or a new placement found. Placements can be ended at any time should the participant find unsubsidized employment or be found unsuitable for the required work.

Clients flow through the Glenn County Human Resource Agency Community Work Development Program as follows:

1. Referred to Work Development by Case Manager. Work coach reviews information to match client with an existing work site or develop a new work site. Work site is contacted and an interview scheduled.
2. Client is sent to the work site for an interview. This is done to give clients experience in interviewing for a job.
3. Client is scheduled for any pre-placement screenings required for placement at the work site (i.e. fingerprinting, TB tests, drug screening, etc.). Clients go through the same pre-placement screenings as regular employees.
4. Client signs a participation agreement stating that they agree to the placement and hours of work. Client is also provided a package that provides names and numbers of persons to contact, tips for success, and information on placement monitoring, tardiness and absences, accidents, and grievance procedures.
5. Client placement is monitored by a work coach a minimum of:
 - Once per week for the 1st month
 - Twice per month for the 2nd & 3rd months
 - Once per month for the 3rd - 6th monthsAt the end of 6 months, the client's placement is reviewed to determine if continuation in the same work site is still beneficial to gaining the skills for unsubsidized employment or the client should be moved to a new work site for additional skills.

Participation in work and/or work development are the only activities that will meet the hours of participation. Supportive services that are directly related to work and/or work development (i.e. childcare and transportation) will be provided, but will not be countable toward the hours.